



Natural Resources Conservation Service  
75 High Street, Room 301  
Morgantown, WV 26505  
(304) 284-7540 (Phone)  
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April 18, 2008

**WEST VIRGINIA BULLETIN NO:** WV230-8-2

**SUBJECT:** EOP – 2009 National Civil Rights Committee (NCRC) Vacancies

**Purpose:** To request nominations for upcoming vacancies on the National Civil Rights Committee (NCRC).

**Expiration Date:** May 29, 2008

**Background:** The following positions on the National Civil Rights Committee (NCRC) will become vacant as of September 30, 2008:

- Black Female;
- American Indian/Alaska Native Male;
- White Female; and
- Asian Pacific Islander Male

**Explanation.** Candidates must be representative of the vacancy they are applying for and be a full-time Natural Resources Conservation Service (NRCS) employee. NCRC's mission is to provide counsel and recommendations to the Chief on Civil Rights issues and concerns of employees and clients. The committee's vision is to be recognized as a guiding force, which strives for excellence in Civil Rights for all clients and employees of NRCS. Please consider this mission and vision of NCRC when responding to these vacancies. Committee members should be self-starters who are willing to volunteer to complete actions identified in the NCRC business plan. The business plan and bylaws are located on NRCS' Intranet Web site at <https://my.nrcs.usda.gov/nrcs.aspx>, in the NCRC folder. NCRC meets three times a year and the travel expenses are covered by National Headquarters. Interested NRCS employee must complete the attached form. Line officers must concur in the nomination and agree to support the employee by granting up to 20 percent of their time for NCRC travel and work activities.

Please submit your nominations **by May 29, 2008**, to Charlotte Elliott-Friend. She will forward the approved nominations to the Nomination Committee.



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If you have questions, please contact Charlotte at 304-284-4247.

/s/

KEVIN WICKEY  
State Conservationist

Attachment

DIST: E

NOMINATION FOR MEMBERSHIP  
NATIONAL CIVIL RIGHTS COMMITTEE

Name: \_\_\_\_\_

Title/Present Position: \_\_\_\_\_

Grade: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

What are your race, sex, and/or disability?

Can you commit to working on Committee assignments outside of regular meetings? Yes or No  
(circle one)

What experience and training have you had that will make you a good representative for this group? Include any accomplishments in the Civil Rights area.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: (Include reason you would like to serve on NCRC.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Line Officers statement of concurrence:

If selected, I agree to support this applicant in carrying out their NCRC responsibilities, including time for committee activities.

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Line Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Regional Assistant Chief, Deputy Chief, Director, or State Conservationist

**Mandatory:** Provide a written statement of concurrence. Lack of written statement will disqualify the applicant.

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(fax to Steve Cashman (207) 834-6435 or e-mail [steve.cashman@me.usda.gov](mailto:steve.cashman@me.usda.gov))